

**SOP\_WET\_WOE\_02**  
**Standard Operating Procedure (SOP) for**  
**Chapter 105 Water Obstruction and Encroachment Program**  
**Review of Select General Permits (GP) covered by Permit Decision Guarantee Policy by**  
**the Department**  
**November 2018**

***DISCLAIMER: The process and procedures outlined in this Standard Operating Procedure (SOP) are intended to supplement existing requirements. Nothing in the SOP shall affect statutory and regulatory requirements.***

***The process, procedures and interpretations herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in this SOP that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.***

This SOP describes the procedures and work flows associated with the review of applications for select General Permits (see Table 1) processed by the Department of Environmental Protection (DEP or Department) from receipt of the registration package from the applicant to final Department action. This SOP is organized sequentially by activities that will be completed and is intended to generally apply to DEP's processing of paper and electronic applications for general permit registration. The functional roles that are responsible for the activity are identified with the name of the activity. This SOP is intended to comply with the Department's *Policy for Implementing the Department of Environmental Protection Permit Review Process and Permit Decision Guarantee* (PDG Policy, 021-2100-001).

The BWEW-GP-5 is currently the only General Permit processed by the Districts that is covered by the PDG time frame; however, the goal is to process all general permits according to the listed time frames and SOP.

Table 1 PDG Covered General Permits

Auth Code	Authorization Description	Appl Code	Chapter 105 Permit Type	Business Days
GP-11	BWEW-GP-11 Maintenance, Testing, Repair, Rehabilitation or Replacement General Permit	NEW	General Permit 11	86

The applicable processing business days, as indicated above in Table 1, reflects the maximum length of time to reach a permit decision. In many cases, reviews will or should be completed in fewer days than the maximum days listed in this SOP. When the reviews are completed prior to the listed business day timeframe or other time frames as established under this SOP, appropriate permit actions should be taken at that time. There may also be circumstances which void the permit decision guarantee (PDG) and, in those cases, there is no obligation by the reviewer to reach a permit decision within the established timeframe. (see PDG policy 021-2100-001...). In those cases, there is no guarantee to the permit applicant and no penalty to the reviewer if the permit decision is not made within the timeframe. This is not an excuse or a reason to allow registration packages to pile up; however, all registration packages, including those that are void of PDG, must be processed in a timely manner and assigned a priority commensurate with the type of activity being permitted.

## **SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

### **Pre-application Process**

The PDG Policy encourages applicants to request pre-application meetings with the Department. The following general guidelines should be used by program staff (administrative, engineering, environmental, application manager and Section Chief) when deciding which projects should require a pre-application meeting and which ones may not benefit from such meetings.

- Pre-application meetings are critical and highly recommended when large scale, multi-permitted structures and activities are involved and when a project meets certain criteria such as spanning multiple counties or regions or if federal permit coordination will be required.
- Pre-application meetings should be held with applicants and/or consultants that are not familiar with the Chapter 105 permit requirements and application process.
- Program staff can use discretion with normal routine types of projects (i.e. bridge or culvert replacement, small road crossings, utility line crossings), applicants and/or consultants that are familiar with permit requirements and have a good history of complete applications. These types of projects may not require pre-application meetings unless unusual circumstances are involved such as threatened or endangered (T&E) species, species of special concern, exceptional value resources (i.e. streams or wetlands), etc.

The Department will establish the meeting date, time, and location (i.e. in office or field). The applicant will be informed that they are responsible for coordinating any external agency involvement such as PFBC, PGC, DCNR, USFWS, ACOE, etc. Program staff should recommend agencies to include based upon the particulars of the project. Pre-application meetings used for large complex projects that involve multiple DEP programs should be coordinated according to the Office of Program Integration (OPI) Permit Coordination Policy (021-2000-301). The Section Chief will discuss project coordination with the Program Manager, Assistant Regional Director and the OPI Director or a designee when necessary.

### **Completeness Review (completed within 10 business days, includes Steps I., II. and III. below)**

#### **I. Preliminary Data Management and Fee Processing (Administrative Staff)**

A registration form that contains multiple registration requests is considered one registration package for the purpose of processing and all authorizations should be created and processed under a single APS in eFACTS. When new paper registration requests are received, administrative staff (administrative or clerical) will:

- A. In eFACTS, locate or create the client, consultant and site records; and
  - Create the authorization record, using the authorization (Auth) types and application (Appl) types listed in Table 1 above that are covered by the PDG policy (Use applicable eFACTS Abbreviated User Guides for detailed steps for creating/linking records); and
  - Record the amount of the application fee in the Amount Field located on the General Tab of the Authorization Tab of the APS Screen.

When new electronic registration requests are received, those eFACTS fields will be automatically populated by the ePermitting system.

- B. Assign the general permit number according to specific program guidelines for permit number assignment related to the specific authorization type (**Note:** If the activities are covered under an

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

individual permit application, *do not* assign a separate GP number and refer to SOP\_WET\_WOE\_01 for processing procedures);

- C. Write the assigned number(s) and received date in the DEP USE ONLY block in the applicable fields on the first page of the registration form;
- D. Enter the proper date for registration received date in eFACTS (**Note:** date received is used as the begin date for the Completeness Standard Task);
- E. Assign the appropriate permitting Section Chief as the initial application manager (aka lead reviewer);
- F. Create the primary facility (PF) in accordance with program guidance as necessary;
- G. Update the PF Kind as necessary to reflect the program or office in which the registration package is being processed;
- H. Ensure the Client ID and Other ID of the PF are identical to those for the authorization, otherwise update the PF;
- I. Process registration fees, if applicable, according to Department guidelines and eFACTS abbreviated user guides;
- J. Attach the tracking sheet to the file with a copy of the applicant's check, if applicable. Process the registration fees according to program specific (PCM\_WET\_NCEC\_13\_003) and department guidance, Deposit of Fees, Fines, Penalties and Other Revenue (OAM-1000-01, Management Directives 305.5, 305.11, and 305.12). (**Note: Registration packages cannot be returned as incomplete for insufficient fees.** PCM\_WET\_NCEC\_13\_003 provides clarification on processing permits with incorrect fees.)
- K. Submit the registration package to the permitting Section Chief.

**II. Coordination, Prioritization and Assignment of Application Manager (Section Chief)**

Once Step I. is completed, the permitting Section Chief will:

- A. Assign a lead reviewer ("lead reviewer" in eFACTS/ ePermitting) and technical staff (engineer and/or environmental) to conduct the Eligibility Review of the registration.
  - The Section Chief may delegate the assignment of technical staff to the lead reviewer.
  - The lead reviewer may be one of the technical staff or a supervisor.
- B. Prioritize the registration package in accordance with the guidelines provided by the Regional Director for implementing the "Permit Review Hierarchy" contained in DEP's PDG Policy (021-2100-001). Chapter 105 permits may be considered necessary for the protection of public health, safety or the environment from imminent threats, or be considered necessary for economic development projects that create jobs and enhance communities depending upon the individual project circumstances.
- C. Determine whether coordination with other permit applications is required in accordance with Permit Coordination Policy (021-2000-301).

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

- D. Submit the registration package to the lead reviewer.

**III. Determination of Completeness (Lead Reviewer)**

Once Step II. is completed:

- A. The lead reviewer will enter the begin date for the **COMPL** - Completeness Review subtask under the Completeness Standard Task in eFACTS when the application manager begins the completeness review;
- B. The lead reviewer will review the registration for any terms and conditions where the general permit may not apply. If the project does not qualify for general permit coverage, the GP registration will be considered withdrawn. Proceed to Step VI.C.
- C. The lead reviewer will utilize the corresponding authorization type completeness checklist to ensure all required items have been submitted, including coordination of the Submerged Lands License Agreement (SLLA) requirements when applicable, and utilize any program specific guidelines for evaluating that the items are adequate and sufficient for conducting an Eligibility Review. The identification of submerged lands should occur as early in the Eligibility Review as possible to provide the maximum amount of time for processing of the SLLA. (**Note:** Refer to the standard operating procedures for SLLA processing (SOP\_WET\_WOE\_005), when applicable.)
- See Appendix A for the authorization completeness checklist/ROD for acknowledgement. The lead reviewer should use any applicable program guidelines to evaluate the adequacy of submissions. (**Note:** Pennsylvania Natural Diversity Inventory (PNDI) reviews are required for all GPs. A PNDI Project Environmental Review Receipt must be provided. Draft receipts are unacceptable.)
- D. If the registration package is complete and an SLLA *is not* required, the lead reviewer will proceed to Step IV. If the registration package is complete and an SLLA *is* required, the lead reviewer will draft a Completeness Notification (Completeness) Letter (per standard letter template), addressed to the applicant, for the applicable permit Section Chief's signature., then proceed to Step IV. If the registration package is incomplete, proceed to Step III.E., below. (**Note:** A Completeness Letter is ONLY sent for GPs when an SLLA is required. When an SLLA is not required, the GP Acknowledgement letter addresses the Completeness, Eligibility and Acknowledgment processes. For electronic submissions, the same process applies via correction notice to the permit registrant.)
- The Completeness Letter should be drafted per the "Ch105\_01\_Completeness\_Notification" standard letter template available on the [program's internal website](#).
  - Please draft the letter carefully, looking for places where you need to insert information (example "<<APPLICANT NAME>>"), choose the appropriate provided term (example [43 (for GP-15) / 50 (for GP-5) / 86 (for GP-11 and EA) 93 (for JPA)]) or choose to include optional language per instructions (example "[if the application is subject to PDG:...]").
  - Please remove all inappropriate text, instructions and punctuation.
- E. If the registration package is incomplete and the deficiencies are determined to be insignificant (i.e., an item that in the lead reviewer's judgment can be corrected before the 10 business day Completeness Review Task has expired), the application manager will contact the applicant

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

and/or consultant by phone or email to explain the deficiency and offer the opportunity to submit the necessary materials informally before the Completeness Review deadline expires to make the registration package complete.

For both electronic and paper registration submissions, the lead reviewer will keep a phone log detailing the name of the person contacted, the day and time of the conversation, and notes for all communications regarding the Completeness / Eligibility Reviews. It is recommended that all logs be retained with the registration package file or as a database or spreadsheet until the permit is issued, to allow others to check latest correspondence in case the lead reviewer is out of the office.

In the event the lead reviewer is unable to contact the applicant by phone or email before the 0-day Completeness Review Task has expired, the lead reviewer will proceed with Step III.F., below.

After the necessary materials have been received (receipt by email or fax is acceptable except when original signatures, plans or seals are needed), and assuming the registration package can then be considered complete, the lead reviewer will then proceed to Step IV. If the submission does not correct the original insignificant deficiencies, the lead reviewer will proceed with Step III.F., below.

- F. If the registrant originally failed to submit the required registration package information, or if the submittal contents are not technically-adequate, or if the insignificant deficiencies were not addressed within the 10 business day Completeness Review time frame, the application manager will draft a Deficiency Review (Incompleteness) Letter (per standard letter template), addressed to the applicant, for the Section Chief's signature. See EXCEPTION below.

The Deficiency Letter will inform the registrant that PDG is no longer applicable. In accordance with 25 Pa. Code § 105.13a(b), the applicant shall have 60 calendar days (**not business days**) to complete the registration and address any completeness deficiencies.

Also within the 60 calendar days the registrant may request an extension in writing, to respond to the deficiencies beyond the sixty (60) calendar days. Review and consider the request and notify the registrant in writing of the decision either to grant or deny, including a specific due date to respond if the extension is granted. Time extensions shall be in accordance with 25 Pa. Code § 105.13a(b). (See III.H., below)

- The Deficiency Letter should be drafted per the “Ch105\_02\_Incompleteness\_Review” standard letter template available on the [program's internal website](#).
- Please draft the letter carefully, looking for places where you need to insert information (example “<<APPLICANT NAME>>” or “\_\_\_\_\_”), choose the appropriate provided term (example “[application / registration]”) or choose to include optional language (example “[for PDG applications/registrations:...]).
- Please remove all inappropriate text, instructions and punctuation.
  - These letters should all use “registration” (not “application”).

In eFACTS, the lead reviewer will enter the end date for the **COMP** – Completeness Review subtask under the Completeness Standard Task, enter the subtask of **DENC** – Application Incomplete – Denied in the Completeness Review Task, with corresponding start and end dates

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

and close out the Completeness Task. **Only one Incompleteness Review Letter will be sent.** In most cases the review will stop here and not proceed to the Eligibility Review (Step IV.).

**EXCEPTION:**

In accordance with the Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation (021-0200-001) (PNDI Coordination Policy), two options are available to permit applicants for handling PNDI coordination in conjunction with DEP's permit application review, sequential review and concurrent review. (See PNDI Coordination Policy for more details.)

- *Sequential Review* is the traditional and recommended review process for T&E species in which the permit applicant runs the PNDI search and completes all coordination with the appropriate jurisdictional agencies prior to submitting the permit application. The applicant will include with its application, both a PNDI Receipt and a clearance letter from the jurisdictional agency if the PNDI Receipt shows a Potential Impact to a species.
  - If all items are present, and assuming the entire application can then be considered complete, the application manager will then proceed to Eligibility Review (Step IV.).
- *Concurrent review* occurs when DEP allows Eligibility Review of the permit concurrently with the T&E species consultation with the jurisdictional agency. The applicant must still supply a copy of the PNDI Receipt with its permit application. The application should be submitted to DEP along with the PNDI Receipt, a completed PNDI Form and a U.S.G.S. 7.5 minute quadrangle map with the project boundaries delineated on the map. The PNDI Receipt should also be submitted to the appropriate jurisdictional agency according to directions on the PNDI Receipt. While DEP is commencing its Completeness and Eligibility Review of the application, the permit applicant will engage in any consultation with the jurisdictional agencies as indicated on the Receipt.
  - If all items are present and the PNDI Receipt indicated a Potential Impact, the application will be considered complete and if this is the only deficiency will proceed to Eligibility Review (Step IV.) where it will be considered eligibility deficient.

- G. If the registrant submits the requested information within the 60-day deadline and the requested information meets the requirements for a complete application, the lead reviewer shall proceed to Step IV. (**Note:** A Completeness Letter is ONLY sent for GPs when an SLLA is required. When an SLLA is not required, the GP Acknowledgement letter addresses Completeness, Eligibility and Acknowledgment.)
- H. If the registrant requests in writing to extend the time to respond beyond 60 calendar days, the lead reviewer will consult with the Section Chief to either grant or deny the request. Either action requires the lead reviewer to respond to the applicant's request in writing including a specific due date for the registrant's response and language providing the registrant a notice that failure to address the deficiencies or respond by the due date will result in the application being deemed incomplete and considered withdrawn. The lead reviewer will draft an Extension Letter (per standard letter template), addressed to the applicant, for the Section Chief's signature. Time extensions shall be in accordance with 25 Pa. Code § 105.13a(b).
- The Extension Letter should be drafted per the "Ch105\_07\_Extension" standard letter template available on the [program's internal website](#).

## SOP for Chapter 105 Water Obstruction and Encroachment Permits

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

- Please draft the letter carefully, looking for places where you need to insert information (example “<<APPLICANT NAME>>” or “\_\_\_\_\_”), choose the appropriate provided term (example “[application / registration]”) or choose to include optional language (example “[for PDG applications/registrations:...]).
  - Please remove all inappropriate text, instructions and punctuation.
    - These letters should all use “registration” (not “application”).
- I. If the applicant fails to respond within 60 calendar days, or the established time extension due date or the information submitted is not sufficient to address the deficiencies (application manager must still wait until the 60 calendar days or time extension period expires), the application manager will notify the applicant in writing that the application is incomplete and considered withdrawn in accordance with 25 Pa. Code § 105.13a(b). The application manager will draft a Withdrawal of Incomplete Application (Withdrawal) Letter (per standard letter template), addressed to the applicant, for the Section Chief’s review and Program Manager’s signature. The application manager will enter the end date for the **COMP** – Completeness Review subtask under Completeness Standard Task, enter the subtask of **DENC** – Application Incomplete – Denied in the Completeness Review Task, with start and end dates corresponding to the date of the Withdrawal Letter, and end date the Completeness Task. The application manager will then close the authorization in eFACTS using a disposition of **WITH** – Withdrawn. **The application fee will not be returned.**
- The Withdrawal Letter should be drafted per the “Ch105\_03-05\_Withdrawal\_Of\_Incomplete\_Application” standard letter template available on the [program’s internal website](#).
  - Please draft the letter carefully, looking for places where you need to insert information (example “<<APPLICANT NAME>>” or “\_\_\_\_\_”), choose the appropriate provided term (example “[application / registration]”) or choose to include optional language (example “[for PDG applications/registrations:...]).
  - Please remove all inappropriate text, instructions and punctuation.
    - These letters should all use “registration” (not “application”), and “completeness” (not “eligible” or “technical”).
    - *This same letter can be used for the withdrawal of incomplete applications during the Eligibility Review.*
- J. If the registrant chooses to withdraw the registration package (**fees will not be returned**) and resubmit the package, following program requirements and procedures, the Department will treat the resubmitted package as a new registration package, including submission of any applicable fees, and the registration package processing would start at Step I.

### **Eligibility Review (includes Steps IV., V., VI., VII. and VIII. below).**

#### **IV. Eligibility Review (Lead Reviewer and applicable Technical Staff)**

Please note that the eligibility review performed for general permits uses the standard Technical Review Task in eFACTS and the reviews are not as extensive or as in-depth as those performed for

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

an individual permit. These reviews should be abbreviated and focused to specific areas of the project to ensure the proposal meets the terms and conditions of the general permit.

Once Step III. is completed by the application manager, the application manager will:

- A. Determine the PASPGP Non-Reporting/Reporting criteria and follow the standard operating procedures for coordinating the processing of PASPGP, ensure copies are forwarded to the ACOE if applicable.
- B. Ensure that the corresponding PASPGP authorization is created under the same APS record in eFACTS, registration package received date should correspond with the end date of the Completeness Review standard task; and
- C. Verify amount of application fee (including disturbance fee, if applicable).
- D. Notify the assigned technical staff that the registration package is complete and ready for the Eligibility Review. The assigned technical staff will enter the start date for the **ENR** – Engineering Review and/or **ER** – Environmental Review subtasks, if applicable under the Technical Review standard task in eFACTS when they begin their eligibility reviews.
- E. If the registration package is missing information that would otherwise allow the registration to be deemed eligible and the registration acknowledged, the lead reviewer will if necessary, transmit an Eligibility Deficiency (ED) Letter (per standard letter template):
  1. Upon a detailed review of the registration information, the lead reviewer determines that information beyond the scope of the Completeness Review is not available or otherwise there are deficiencies within the registration information or proposals therein, the lead reviewer will make a determination on whether the deficiency is significant or non-significant. In general, non-significant deficiencies are those that can be corrected quickly by the applicant (e.g., one day) so that there is only a minimal processing delay.
  2. If the deficiencies are determined to be insignificant, the lead reviewer will contact the registrant and/or the project consultant by phone or email and request a response by the close of the next business day. A phone log will be maintained by the lead reviewer and other staff and placed within the file to record the results of all such conversations. A follow-up email may be transmitted at the lead reviewer's discretion.
  3. If a) the insignificant deficiencies are not corrected by the timeline requested, b) three phone calls to the registrant and consultant fail to establish communication, or c) the lead reviewer determines that the deficiencies are significant, the lead reviewer will prepare an ED Letter for the Section Chief's signature. The number of ED Letters will be limited to one in most circumstances, unless the project is determined to be a complex project. The ED Letter will request a response within **60 calendar days**. The ED Letter will inform the applicant that the PDG is no longer applicable and at the discretion of the lead reviewer, offer an opportunity to the registrant to meet and discuss the deficiencies. The lead reviewer will enter a subtask of **SDN** – Send Deficiency Notice/Receive Response into eFACTS with a start date corresponding to the date of the ED Letter.
    - The ED Letter should be drafted per the “Ch105\_04\_Technical-Eligibility\_Deficiency” standard letter template available on the [program's internal website](#).
    - Please draft the letter carefully, looking for places where you need to insert information (example “<<APPLICANT NAME>>” or “\_\_\_\_\_”), choose the appropriate provided term

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

(example “[application / registration]”) or choose to include optional language (example “[for PDG applications/registrations:...]”).

- Please remove all inappropriate text, instructions and punctuation.
  - These letters should all use “registration” (not “application”), and “eligible” (not “technical”).
  - *This same letter can be used for Technical Deficiencies during JPA and EA review (see SOP\_WET\_WOE\_01).*
- 4. If the registrant responds to the ED Letter within 60 business days, the application manager will enter an end date for the **SDN** subtask in eFACTS corresponding to the date the submission was received, review the submission and, assuming it addresses the concerns raised in the ED Letter, proceed with Step V. If the submission does not address the concerns in the ED Letter, continue to Step IV.G.5., below.
- 5. If the registrant fails to respond to the ED Letter within 60 calendar days, or if the response fails to address the issues raised in the ED Letter, the lead reviewer will enter an end date for the **SDN** subtask in eFACTS and create a **DENT** – App Technically Deficient – Denied subtask into eFACTS, enter the start and end dates for the **DENT** subtask corresponding to the date of the decision, and draft a Withdraw of Incomplete Application (Withdrawal) Letter (per standard letter template), addressed to the registrant, for the Section Chief’s review and Program Manager’s signature. Enter the date on the Registration Form under Section I.B. Eligibility Review: End Date, check the technically deficient-denied box and proceed to Step V.B.
  - The Withdrawal Letter should be drafted per the “Ch105\_03-05\_Withdrawal\_Of\_Incomplete\_Application” standard letter template available on the [program’s internal website](#).
  - Please draft the letter carefully, looking for places where you need to insert information (example “<<APPLICANT NAME>>” or “\_\_\_\_\_”), choose the appropriate provided term (example “[application / registration]”) or choose to include optional language (example “[for PDG applications/registrations:...]”).
  - Please remove all inappropriate text, instructions and punctuation.
    - These letters should all use “registration” (not “application”), and “eligible” (not “technical”).
    - *This same letter can be used for the withdrawal of incomplete applications during the Completeness Review.*

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

**V. Data Management and Final Eligibility Review Processing (Lead Reviewer)**

Once Step IV. is completed by the lead reviewer, or otherwise in concert with Step IV., the lead reviewer will, within the specified authorization's processing days:

- A. Ensure that the following data management tasks in eFACTS are completed:
  1. Create, or otherwise review and edit, a subfacility (SF) for each proposed structure or activity according to program guidelines, run the NHD Locator Tool for each subfacility;
  2. Enter, or otherwise review and edit, the inventory details for each subfacility record;
  3. Create any SF to SF relationships according program guidelines (e.g. WTIM related to WTRE or DOCK related to SLLA); link the applicable SFs to the authorization record; and
  4. Create any monitoring records in eFACTS according to program guidelines.
- B. Ensure the following tasks are completed:
  1. The assigned technical staff shall complete their Record of Decision(s) and Checklist;
  2. The lead reviewer will ensure that either a General Permit (GP) Acknowledgement Notification (Acknowledgement) Letter (per standard letter template) or Withdrawal Letter (see Step IV.E.5.), addressed to the registrant, is generated for the Section Chief's signature;
    - The GP Acknowledgement Notification Letter should be drafted per the "Ch105\_08\_GP\_Acknowledgement\_Notification" standard letter template available on the [program's internal website](#).
    - Please draft the letter carefully, looking for places where you need to insert information (example "<<APPLICANT NAME>>" or "\_\_\_\_\_"), choose the appropriate provided term (example "[application / registration]") or choose to include optional language (example "[for PDG applications/registrations:...]").
    - Please remove all inappropriate text, instructions and punctuation.
      - These letters should all use "registration" (not "application"), and "eligible" (not "technical").
  3. The lead reviewer will check to see if there is any permit coordination required and follow up, as necessary, to inform other programs requiring permits of anticipated permit action.
- C. Ensure administrative staff receive the draft documents and prepare final versions conforming to Commonwealth standards and that the documents are printed and the package assembled.
- D. The assigned technical staff will enter an end date for the ENR and ER subtasks in eFACTS to close out the Technical Review standard task.
- E. The assigned Department staff will present their environmental and engineering Records of Decision (ROD)/General Permit Completeness Checklist to the lead reviewer for review and sign off or an override recommendation of technical staff with explanatory comments;

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

- F. Provide the package to the Section Chief. The package will include a sign-off from the lead reviewer on the permit tracking sheet.

**VI. Completion of Eligibility Review (Section Chief)**

Once Step V. is completed by the lead reviewer, the Section Chief will:

- A. Begin date the **DR** – Decision Review subtask;
- B. For acknowledgement of registrations:
  - 1. The Section Chief will briefly review the registration package, RODs/General Permit Completeness Checklist, tracking sheet and sign, end date and check the approved disposition on the general permit registration form, Section I.C. Decision Review.
  - 2. Ensure the correct subfacility types and inventory details have been entered in eFACTS; and
- C. For denial of coverage:
  - 1. Review any Record of Decision(s)/General Permit Completeness Checklist, completed registration forms, related information and Withdrawal Letter;
  - 2. Sign, end date and check the denied disposition on the general permit registration form Section I.C. Decision Review.
  - 3. Denials due to incompleteness or eligibility deficiency proceed to Step VII.
- D. The Section Chief will end date the **DR** – Decision Review subtask;
- E. Return the final signed documents to administrative staff and proceed to Step VIII.;

**VII. Final Decision (Program Manager)**

The Program Manager will complete the following tasks upon receipt of a GP Acknowledgement Letter or Withdrawal Letter (due to incompleteness):

- A. Review any Record of Decision(s)/General Permit Completeness Checklist, completed registration forms and information and GP Acknowledgement Letter or Withdrawal Letter;
- B. Sign the GP Acknowledgement Letter or Withdrawal Letter; tracking sheet and return the final, signed documents to administrative staff.
  - The Program Manager may delegate signing authority to the Section Chief.

**VIII. Final Permit Processing (Administrative Staff)**

Administrative staff will complete the following tasks upon receipt of the final, signed permit package:

- A. Ensure that the Registration Form Section I.C. Decision Review has been signed and a disposition status has been checked;

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

- B. Enter the disposition status and date for the authorization and SPGP authorization in eFACTS;
- C. Make copies of registration form, assemble any applicable attachments (e.g. SPGP, etc.) and mail the copies to the recipients with a copy to ACOE with cover sheet, and other appropriate staff or agencies. The GP Acknowledgment Letter *will not* be sent via Certified Mail; and
- D. Transmit the registration package/permit files to the regional file system.

**IX. DEP Final Permit Processing for CCD Acknowledged or Denied BWEW-GP-11 (DEP Administrative Staff)**

- A. When registration forms are received from the County Conservation District, administrative staff will:
  - 1. In eFACTS, locate or create the client, consultant and site records, then create the authorization record, using the authorization (Auth) types and application (Appl) types.
  - 2. Create the primary facility (PF) in accordance with program guidance as necessary;
  - 3. Ensure the Client ID and Other ID of the PF are identical to those for the authorization, otherwise update the PF;
  - 4. Ensure that the following data management tasks in eFACTS are completed:
    - a. Create, or otherwise review and edit, a subfacility (SF) for each proposed structure or activity according to program guidelines, run the NHD Locator Tool for each subfacility;
    - b. Enter, or otherwise review and edit, the inventory details for each subfacility record;
    - c. Create any SF to SF relationships according program guidelines; link the applicable SFs to the authorization record; and
  - 5. Enter the processing dates for the authorization as follows:
    - a. Date received from the DEP USE ONLY block on the registration form is used for the auth date received in eFACTS;
    - b. Enter the begin date for the **COMPL** - Completeness Review subtask under the Completeness Standard Task in eFACTS using the begin date from the Registration Form Section I.A Completeness: Begin Date;
    - c. If the registration package was incomplete and denied, enter the **DENC** - Application Incomplete- Denied subtask begin and end date using the date from the Registration Form Section I.A Completeness: Incomplete Date and proceed to Step 6;
    - d. Enter the end date or the **COMPL** - Completeness Review subtask under the Completeness Standard Task in eFACTS using the end date from the Registration Form Section I.A Completeness Review: End Date;
    - e. Enter the begin date for the Technical Standard Task and begin date the CCD – County Conservation District subtask using the date on the Registration Form under Section I.B. Eligibility Review: Begin Date;

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

- f. If the registration was deficient, enter the **SDN** - Send Deficiency Notice/Receive Response begin date using the date on the Registration Form under Section I.B Eligibility Review: Incomplete Date;
  - g. Enter the end date for SDN subtask using the date on the Registration Form under Section I.B Eligibility Review: Response Date;
  - h. Enter the end date for the CCD – County Conservation District subtask using the date on the Registration Form under Section I.B Eligibility Review: End Date;
  - i. Enter the begin and end dates of the **DR** – Decision Review subtask using the dates on the Registration Form under Section I.C. Decision Review: Begin Date and End Date.
6. Enter the disposition status and end date for the authorization in eFACTS using the date on the Registration Form under Section I.C. Decision Review and the checked disposition status.
  7. File registration forms according to records retention schedule and records management policy.

**SOP for Chapter 105 Water Obstruction and Encroachment Permits**

Review of Select General Permits covered by Permit Decision Guarantee Policy processed by Department and County Conservation District Staff

**Appendix A**

**General Permit Completeness Checklist  
Record of Decision for Acknowledgement**

Provided	Tech Adequate	Item Description
(Y, N, N/A)	(Y, N, N/A)	**Provide one (1) original and one (1) copy of the Registration Package** **Notification sent to Municipality and County checked.**
		1. General Permit Registration Fee(s)
		2. Location Map
		3. Color Photographs
		4. Project description and Aquatic Resource Impact Table
		5. Site Specific and/or Standard Drawings
		6. Proposed Project Purpose depicting the site of your project's GP activities and impacts
		7. Erosion & Sediment Control Plan (E&S Control Plan) <i>(see instructions)</i>
		8. Pennsylvania Natural Diversity Inventory- PNDI <i>(Use N/A if option does not apply):</i>
		Initialed PNDI Project Environmental Review Search Receipt showing "No Known Impacts" <i>(draft receipts are unacceptable)</i>
		Initialed PNDI Project Environmental Review Search Receipt showing "Avoidance Measures" which have ALSO been incorporated into the project description <i>(draft receipts are unacceptable)</i>
		Initialed PNDI Project Environmental Review Search Receipt showing "Potential Impacts" AND documentation of appropriate agency coordination as required on PNDI Receipt <i>(draft receipts are unacceptable)</i>
		9. Permanent Wetland Impacts <i>(Use N/A if requirement does not apply):</i>
		Wetland delineation with complete data sheets in accordance with the 1987 Corps of Engineers Wetland Delineation Manual AND the appropriate Regional Supplements to the Corps of Engineers Wetland Delineation Manual for use in Pennsylvania.
		If wetland impacts are greater than 0.05 acres, a wetland replacement plan in accordance with the Department's Replacement criteria which provide wetland replacement at a one to one ratio.
		If wetland replacement onsite is not feasible: A check, number____, in the amount of \$____ payable to the National Fish and Wildlife Foundation, N.A. 1237, as compensatory mitigation for ____ acres of impact in wetlands, in accordance with the Pennsylvania Wetland Replacement Project.
		Registration of a GP-11 <i>(Use N/A if not registering a GP-11):</i> <ul style="list-style-type: none"> <li>• E&amp;S Plan</li> <li>• Bridge and/or Culvert Replacement Projects or Projects That Change the Waterway Opening Worksheet</li> </ul>
		Aquatic Resource Impact Table <i>(see section E)</i>
		**General Permit Registration Form should be completed, certification signed, and "I have read terms and conditions" checked.** <i>(see section F)</i>
<b>Complete</b>	<b>Incomplete</b>	Reviewer Name Print _____
<input type="checkbox"/>	<input type="checkbox"/>	Sign _____ Date _____
		Phone _____ Email _____
		<b>Eligibility:</b> SLLA Submittal Sheet needed/provided?